



City of Sedro-Woolley
Grant No. G1100233

City of Sedro-Woolley Shoreline Management Program Update



Public Participation Plan
July 2011

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Introduction - Shoreline Master Program (SMP) Requirements

The Washington State Shoreline Management Act of 1971 (SMA) was enacted for the purpose of comprehensively managing and protecting the state's shorelines. The SMA (Chapters 90.58 RCW and 173-26 WAC) emphasizes accommodation of appropriate uses that require a shoreline location, protection of shoreline environmental resources and protection of the public's right to access and use the shorelines.

Shoreline Master Program

Under the SMA, each city and county with shorelines of the state must prepare and adopt a Shoreline Master Program (SMP) that is based on state laws and rules but is tailored to the specific geographic, economic and environmental needs of the community. The SMP is essentially a combined comprehensive plan, zoning ordinance, and development permit system for shoreline-specific uses. Shorelines of the state include those lands extending landward for two hundred feet in all directions as measured on a horizontal plane from the ordinary high water mark; floodways and contiguous floodplain areas landward two hundred feet from such floodways; and all wetlands and river deltas associated with the streams, lakes, and tidal waters which are subject to the provisions of this chapter; the same to be designated as to location by the department of ecology." (RCW 90.58.030(2)(d))

The Skagit River, as well as the adjoining jurisdictional lands, meets the definition for a shoreline of the state; therefore the City of Sedro-Woolley passed a SMP in 1979. The City's SMP is now being updated as required by the State. The State Department of Ecology (Ecology) is the regulatory body in charge of overseeing the City's SMP update. Ecology is also providing technical support and partial funding for the update.

Objectives

The overall objectives of the Sedro-Woolley SMP Public Participation Plan are to identify potential stakeholders, invite their participation in the planning process and guide public participation efforts throughout the update process. Specific goals are to:

- Broadly disseminate information, proposals, and alternatives.
- Provide opportunity for written and oral testimony.
- Establish public meetings with effective means of public notice pursuant to RCW 36.70A.035.
- Establish a clear means to consider public comments and an effective mechanism to document responses for public review and decision makers' consideration.
- Develop multiple citizen-participation approaches to promote and encourage open public discussion among participating groups and individuals.

- Make all reasonable efforts to invite, inform, and involve all interested persons, private entities, tribal nations, and agencies of the federal, state, and local government having interests and responsibilities relating to the shorelines of the state and the local SMP.

The City is committed to ensuring early and continuous involvement in decision making. Efforts to ensure public participation will continue to evolve during the life of the project.

Roles and Responsibilities

The City of Sedro-Woolley is responsible for the update of the SMP in compliance with Washington State rules and guidelines. This responsibility includes activity inviting public comment and coordinating with adjacent jurisdictions, affected tribes, and state agencies. The primary contact for the City of Sedro-Woolley SMP update is:

Jack Moore, Planning Director
325 Metcalf Street
Sedro-Woolley, WA 98284

DOE is responsible for providing technical assistance to the City and must approve the City's updated SMP. The primary contact person at DOE is:

Bob Fritzen
SEA Program Project Officer, Bellingham Regional Office
Washington State Department of Ecology
1440 10th St., Suite 102
Bellingham, WA 98225

Key Participants

Many different users and interest groups have a stake in the shorelines in Sedro-Woolley. The following stakeholders should be involved. This list is not exhaustive; other stakeholders not included may also be notified during the public involvement process. Notification to these stakeholders may be accomplished via email or other means; see the Public Participation section below

- Citizens and property owners
- Sedro-Woolley Planning Commission and City Council
- Quasi-governmental groups
- WRIA 3, Puget Sound Regional Council
- Nearby jurisdictions: Skagit County
- State agencies: Ecology, Department of Natural Resources, Department of Fish and Wildlife, Department of Commerce
- Federal agencies: US Army Corps of Engineers, US Fish and Wildlife Service, EPA
- Tribal government
- Community groups, clubs and business organizations
- Environmental organizations and conservation groups: Skagit Fisheries Enhancement, Skagit River System Cooperative, Futurewise, Puget Sound Partnership

Public Participation and the SMP Update Process

SMP Update Process

Public participation in the update of the Sedro-Woolley SMP is one of the most important aspects of the update process. The SMA and the SMP procedural rules and guidelines require public participation. Local governments are required to make all reasonable efforts to inform, fully involve and encourage participation of interested persons, private entities, affected tribes and local, state and federal agencies. RCW 90.58.130 states:

To insure that all persons and entities having an interest in the guidelines and master programs developed under this chapter are provided with a full opportunity for involvement in both their development and implementation, the department and local governments shall:

(1) Make reasonable efforts to inform the people of the state about the shoreline management program of this chapter and in the performance of the responsibilities provided in this chapter, shall not only invite but actively encourage participation by all persons and private groups and entities showing an interest in shoreline management programs of this chapter; and

(2) Invite and encourage participation by all agencies of federal, state, and local government, including municipal and public corporations, having interests or responsibilities relating to the shorelines of the state. State and local agencies are directed to participate fully to insure that their interests are fully considered by the department and local governments

This document sets forth Sedro-Woolley's plan for encouraging and managing public participation. The following is a list of the five stages that the update process will follow. This process was developed and mandated by Ecology as a condition of the grant funding provided by the state.

- **Phase 1:** Preliminary Shoreline Jurisdiction and Public Participation Plan
 - Task 1.1: Identify preliminary shoreline jurisdiction
 - Task 1.2: Develop public participation plan
 - Task 1.3: Demonstrate how Phase 1 complies with Guidelines
- **Phase 2:** Shoreline Inventory, Analysis and Characterization
 - Task 2.1: Complete shoreline inventory
 - Task 2.2: Conduct shoreline analysis
 - Task 2.2.1: Characterize ecosystem-wide processes
 - Task 2.2.2: Characterize shoreline functions
 - Task 2.2.3: Conduct shoreline use analysis and identify public access opportunities
 - Task 2.3: Prepare inventory and characterization report
 - Task 2.4: Demonstrate how Phase 2 complies with Guidelines

- **Phase 3:** Environment Designation, Policy and Regulation Development, Cumulative Impacts Analysis
 - Task 3.1: Conduct community visioning process
 - Task 3.2: General goals, policies, and regulations
 - Task 3.3: Develop environment designations
 - Task 3.4: Develop policies, regulations and standards for shoreline uses and modifications
 - Task 3.5: Develop administrative provisions
 - Task 3.6: Prepare cumulative impact analysis
 - Task 3.7: Demonstrate how Phase 3 complies with Guidelines
- **Phase 4:** Restoration Plan, Revisit Phase 3 products
 - Task 4.1: Prepare restoration plan
 - Task 4.2: Revisit draft environment designations, policies, and regulations and finalize maps
 - Task 4.3: Demonstrate how no net loss (NNL) is achieved
 - Task 4.4: Demonstrate how Phase 4 complies with Guidelines
- **Phase 5:** Local Approval
 - Task 5.1: Assemble complete draft SMP
 - Task 5.2: Complete SEPA review and documentation
 - Task 5.3: Provide Growth Management Act (GMA) 60-day notice of intent to adopt
 - Task 5.4: Hold public hearing
 - Task 5.5: Prepare a responsiveness summary
 - Task 5.6: Approve SMP and submit to Ecology
 - Task 5.7: Demonstrate how Phase 5 complies with the Guidelines

Public participation is the overarching theme of the SMP update process and will occur through all five phases. Updated information and opportunities to participate will be available on the city's website. Additional information about the SMA, SMPs, and the SMP update process are also available on the Washington State Department of Ecology's Shoreline Management website (<http://www.ecy.wa.gov/programs/sea/shorelines/index.html>).

Outreach Strategies

The City of Sedro-Woolley has elected to use the following outreach methods:

- Citizen Advisory Committee (CAC) - The CAC will be comprised of the City's Planning Commission members and will perform its work at the regularly scheduled Planning Commission meeting times (Third Tuesday of the month at 6:30 PM). Additional meetings may be scheduled as necessary; any such meetings will be publicly noticed as other SMP update public meetings and hearings. The CAC will discuss shoreline management policy issues, set goals, review technical work, proposes regulations, and promote communication with the public on shoreline management issues.

- Formal Hearings – Public hearings will be held to accept public input in a formal setting. Staff will update the attendees on the latest SMP update progress, providing written and visual aids as necessary. After the staff presentation the hearing will be opened to receive public input for the record. Most hearings will take place at regularly scheduled Planning Commission meetings as the Planning Commission is the usual forum used by the City of Sedro-Woolley to discuss and review land use policy. The Planning Commission also serves as the CAC to the SMP update process. In the interest of offering a variety of times for interested participants and help keep the City’s elected officials abreast of the ongoing SPM update, the City Council, which holds regular meets at 7PM on the second and fourth Wednesday of the month, will also hold at least one public hearing.
- Informal Events – Not all interested parties are available for evening meetings and/or are uncomfortable with the formal hearing process. For these reasons, less formal events will be available. Public meetings, workshops, open houses and worksessions provide the participants an opportunity to speak with staff and City officials in a less structured setting, while still allowing their input to be heard. At least one meeting will be held at an evening City Council Worksession, which is a monthly (first Wednesday at 7PM) round-table meeting.
- Public notifications – The City of Sedro-Woolley uses the Skagit Valley Herald – the City’s newspaper of record – to publish notices and hearings. In addition, notice of formal and informal events will be placed on the City’s website and posted in City Hall.
- Website – Notices and other SMP update products and information will be available for review on the City’s website.
- Mailing – The City will maintain a list of interested parties and notices of comment periods, public hearing or open houses could be sent to parties on that mailing list. Mailings offer another avenue to keep the public informed throughout the update process.
- Email – Electronic communication may be used as an alternate method of communication or in addition o mailings for those who prefer email.

Timetable

Update Task #	Specific Planning Tasks	Projected Timeline
1.1	Identify Preliminary Shoreline Jurisdiction	April - June 2011
1.3	Develop Plan for Public Participation	April - June 2011
1.3	Demonstrate how Phase 1 complies with the Guidelines	June - July 2011
2.1	Conduct Shoreline Inventory	July 2011
2.2.1	Characterize Ecosystem-wide processes	July - Aug 2011
2.2.2	Characterize Shoreline Functions	July - Aug 2011
2.2.3	Conduct Shoreline Use Analysis	July - Aug 2011
2.3	Prepare inventory and characterization report	Aug 2011
2.4	Demonstrate how Phase 2 complies with Guidelines	Aug 2011
3.1	Conduct Community Visioning Process	Aug - Nov 2011
3.2	Develop General SMP Goals, Policies and Regulations	Sept - April 2012
3.3	Develop Environment Designations	
3.4	Develop Environment Specific Shoreline Use & Modification Policies, Regulations and Standards	Sept - April 2012
3.5	Develop SMP Administrative Provisions	Sept - April 2012
3.6	Prepare Preliminary Cumulative Impacts Analysis	April - May 2012
3.7	Demonstrate how Phase 3 complies with Guidelines	May 2012
4.1	Prepare Restoration Plan	April - June 2012
4.2	Revisit Draft SMP & Cumulative Impacts Analysis; Finalize SMP Jurisdiction Maps	June 2012 - January 2013
4.3	Prepare a report that demonstrates How No Net Loss Will Be Achieved	June 2012 - January 2013
4.4	Demonstrate how Phase 3 complies with Guidelines	January 2013
5.1	Assemble Complete Final Draft SMP	
5.2	Complete SEPA review and documentation	
5.3	Provide GMA 60-day notice of intent to adopt	
5.4	Hold last public hearing(s)	May - June 2013
5.5	Prepare a responsiveness summary	June 2013
5.6	Adopt SMP and submit to Ecology	June 2013
5.7	Demonstrate how Phase 5 complies with the Guidelines	June 2013
This timeline may be updated periodically as the project evolves and additional input is received.		